



Notice of Commencement:

Do I Need One ?

Where Do I Get One?

You will be required to file a Notice of Commencement if the job value is more than \$2500.00 or, more than \$5000.00 for mechanical work (if repair or replacement).

You must file your Notice of Commencement at the Recording Office, or at the Building Services Division when applying for your permit.

The Notice of Commencement must be signed by the owner of the property and notarized. We will be happy to notarize your Notice of Commencement for a fee of \$1.00 at the Building Services Division. You will need to have a valid Driver's License, passport, or Florida ID card present for ID in order for us to notarize your signature.



“Earning Community Confidence
Through Excellence In Service”

04/2005



*Lake County
Department Of Growth Management
Building Services Division*

How to Obtain a Permit for

- Reroof
- Vinyl or Aluminum Siding
- Upgrade/Change Out Electric Service
- Heating & Air Conditioning to an Existing Residence



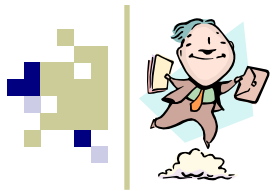
Tavares Office

315 West Main St. Phone: (352)343-9653
Tavares FL 32778-7800 Fax: (352) 343-9661

Clermont Office

685-B West Montrose St. Phone: (352) 394-5962
Clermont, FL 34711 Fax: (352) 394-0197

Reach Us On The Web
www.lakegovernment.com

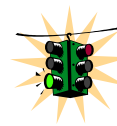


What Do I Need To Bring In?

When you come to the Building Services Division, you will need to bring the following items:

- **A current tax receipt with full legal description or current property record card.**
(A recorded deed may be required to show current ownership)
- **Permit Application**
(this can be obtained from the Customer Service Desk)
- **Detailed directions to the job site.**
- **Job value.**
- **Manufacturer specifications.**
(Must be on job site at inspection)
- **Notice Of Commencement.**
(If the job value is more than \$2500.00, or more than \$5000 for Mechanical work-repair or replacement)
- **Product Approval** (must contain a list of all structural elements to be used including Florida Product Approval numbers).

Where Do I Start ?



Start in the Building Department. An intake specialist will assist you and review your application package. Your information will be sent to a processing specialist who will process your permit while you wait. When your permit is ready, the cashier will collect the required fees. Instructions will be given at this time on how to call for inspections.

Who Do I Call ?



- Building Services Division
Tavares Office (352) 343-9653
Clermont Office (352) 394-5962
- Recording Office (352) 253-2600
Notice of Commencement
- Property Appraiser's Office
(352) 343-9748 - Property record cards

Owner/Builder Permits

To obtain a building permit, you must be a licensed contractor or the legal property owner. If you apply as an owner/builder, the building must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have renovated, repaired, or altered within one (1) year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103(7). It is your responsibility to make sure that your employees have licenses required by the state and/or county or municipal licensing ordinances. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and must provide worker's compensation for that employee, as prescribed by Florida law.

You may not hire an unlicensed contractor!

